



**NATIONAL HEADQUARTERS
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
105 South Hansell Street, Bldg. 714
Maxwell Air Force Base, Alabama 36112-6332**

14 March 2003

MEMORANDUM FOR CAP RGN/LG

FROM: CAP/LG

SUBJECT: Annual Equipment Inventory (S-3)

1. The annual inventory will be in conjunction with the transition from the CAPWATCH logistics database to CAP Asset Tracking System (CATS). Once data has been populated into CATS, NHQ CAP/LGS will forward the official *Annual Equipment Inventory Report (S-3)* to the region for distribution to the wings and subsequent units. All units at each level will inventory the assets within their command level using the follow procedures:
 - a. Units will annotate reports with changes and attach applicable supporting documentation, i.e., report of surveys and CAPF 37E with transfers/disposal actions. Unit commander will sign and forward report with documentation to the wing
 - b. Wings will perform an inventory, gather, review S-3 reports with supporting documentation from subordinate units and forward to region director of logistics
 - c. Regions will perform an inventory, gather S-3 reports with supporting documentation from wings and forward to NHQ CAP/LGS
2. Once inventory is completed, permissions shall be given to region/wing logistics officers to access CATS. Please ensure report has a signature block and is signed. This report will serve as the basis for the new CATS system.
3. This letter supersedes CAP/CAP-USAF letter dated 9 April 2002, same subject. Direct any questions to KC Jones, email logeqp@capnhq.gov, phone 334-953-2945 or DSN 493-2945.

A handwritten signature in black ink, reading "Mike Stewart".

MIKE STEWART
Director of Logistics

cc: CAP-USAF/LG